

Historic Resources Disaster Recovery Checklist Sample for Local, Regional, or State Government Representatives

- ☐ Follow your locality's Hazard Mitigation Plan as it relates to historic and cultural resources.
- ☐ Activate your locality's emergency review process for local historic districts, if applicable.
- ☐ Reference your locality's list of historic resources.
 - ☐ Share this list with other agencies or first responders to identify historic resources impacted by the disaster.
 - ☐ If your list includes a prioritization matrix or tiered system, be sure it is clearly articulated.
- ☐ Encourage or organize post-disaster surveys of damaged historic resources:
 - ☐ Submit post-disaster damages to VDHR using the [Disaster Recovery Survey Form](#)
 - ☐ And/or assist property owners in submitting survey forms for their historic properties
 - ☐ Although the official form should be submitted online [using this link](#) once internet is available, a PDF version of the Disaster Recovery Survey Form is attached to the end of this checklist and includes the questions you will need to collect answers to following a disaster.
 - ☐ Coordinate findings with the applicable officials or departments
 - ☐ Examples: VDHR, local building officials, local planning department, elected officials, etc.
 - ☐ Use findings to prioritize recovery efforts and funds
 - ☐ Understand the applicable codes, ordinances, emergency procedures, and public safety regulations
- ☐ Engage with and/or provide guidance on recovery activities related to historic resources:
 - ☐ Advocate for historic preservation as a post-disaster priority
 - ☐ Promote the stabilization and weatherproofing of buildings damaged by the disaster
 - ☐ Provide guidance on character defining features to be retained or restored
 - ☐ Distribute relevant guidance on repairs, such as NPS or FEMA guidance (see the attached Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives)
 - ☐ Distribute relevant local guidance for historic resources to those undertaking repairs:
 - ☐ Local historic district or other preservation-related ordinances
 - ☐ Local historic district design guidelines
- ☐ Identify funding opportunities or financial incentives to help your locality and/or property owners with disaster recovery.
- ☐ Distribute information regarding historic preservation financial incentives and tools for property owners.
- ☐ Distribute a list of names and contact information of qualified experts and professionals.
 - ☐ This list should include resources for professional inspections, consultants, trades, etc.

Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives

VDHR Pre- and Post-Disaster Checklists

- https://www.dhr.virginia.gov/pdf_files/SandyGrant/Checklists_for_Officials_Homeowners.pdf

Survey and Documentation

- [Disaster Recovery Survey Form](#)
 - Although the official form should be submitted online [using this link](#) once internet is available, a PDF version of the Disaster Recovery Survey Form is attached to the end of this toolkit and includes the questions you will need to collect answers to following a disaster.

Local Resources

The following list includes items that it is recommended to print in advance, or have access to hardcopies, in case power and/or internet is unavailable for an extended period following a disaster. These items will need to be identified and pulled from a local source.

- Local Hazard Mitigation Plan
- Your organization's disaster plan, as applicable
- Local floodplain ordinance
- Local emergency review process for historic districts, as applicable
- Local list of historic resources
- Local, regional, and state contacts. Examples include:
 - VDHR
 - FEMA Region 3
 - Local building officials
 - Local planning department staff

Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives | Resources by Disaster Type

Biological Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during a pandemic, mold, or chemical emergency:
<https://www.vaemergency.gov/threats/health-threats>
<https://www.vaemergency.gov/threats/chemical-emergencies>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- See FEMA's website for more information about:
 - Biological Incidents: <https://www.fema.gov/cbrn-tools/key-planning-factors-bio>
 - Mold: <https://www.fema.gov/fact-sheet/mold-problems-and-solutions#:~:text=If%20your%20home%20has%20mold,part%20in%20disaster%20cleanu p%20work.>
 - Chemical Incidents: <https://www.fema.gov/cbrn-tools/key-planning-factors-chemical>
- NPS Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings: <https://www.nps.gov/orgs/1739/upload/preservation-brief-39-controlling-moisture.pdf>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources: <https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm>

Resources for Museums & Cultural Institutions & Organizations

- For more information about how to care for and safely clean collections, visit the cultural heritage website: <https://www.culturalheritage.org/resources/emergencies/collections-care-amid-covid-19>
- FEMA 533: Before and After Disasters: Federal Funding for Cultural Institutions: <https://www.arts.gov/sites/default/files/DisasterRecovery.pdf>
- Smithsonian Cultural Rescue Initiative Resources: <https://www.culturalrescue.si.edu/resources/preparedness>
- American Alliance of Museums: Facilities & Operations Resources: <https://www.aam-us.org/topic/facilities-operations/>
- Virginia Association of Museums Disaster Response Resources: <https://www.vamuseums.org/disaster-response-resources>
- dPlan|ArtsReady Emergency Preparedness and Response Tool: <https://www.dplan.org/>
- NPS Museum Handbook, Part 1, Chapter 10: Emergency Planning: <https://www.nps.gov/museum/publications/mhi/Chap10.pdf>
- Cemetery Disaster Planning (Chicora Foundation, Inc.): <http://www.chicora.org/pdfs/Cemetery%20Disaster%20Planning.pdf>

Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives | Resources by Disaster Type

Climatological Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during a drought, wildfire, or winter storm:
 - <https://www.drought.gov/sectors/hazard-planning-preparedness>
 - <https://www.vaemergency.gov/threats/fires>
 - <https://www.vaemergency.gov/threats/extreme-heat>
 - <https://www.vaemergency.gov/threats/winter-weather>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- See FEMA's website for more information about climatological disaster risks, assistance programs, hazard mitigation planning, and more:
 - *Extreme Heat*: <https://community.fema.gov/ProtectiveActions/s/article/Extreme-Heat>
 - *Winter Weather*: <https://community.fema.gov/ProtectiveActions/s/article/Winter-Storm#:~:text=Seek%20shelter%20immediately%20and%20watch,trapped%2C%20remain%20in%20your%20vehicle.>
 - *Wildfires*: <https://community.fema.gov/ProtectiveActions/s/article/Wildfire#:~:text=Set%20up%20three%20defensible%20zones,zones%20to%20include%20the%20neighborhood.>
- FEMA Hazard Mitigation Assistance (HMA) Drought Mitigation Policy Aid: https://www.fema.gov/sites/default/files/documents/fema_hma_drought-mitigation-policy-aid_09202023.pdf
- NPS Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches: <https://www.nps.gov/orgs/1739/upload/preservation-brief-24-heating-cooling.pdf>
- NPS Preservation Briefs: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources: <https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm>

Resources for Museums & Cultural Institutions & Organizations

- FEMA 533: Before and After Disasters: Federal Funding for Cultural Institutions: <https://www.arts.gov/sites/default/files/DisasterRecovery.pdf>
- Smithsonian Cultural Rescue Initiative Resources: <https://www.culturalrescue.si.edu/resources/preparedness>
- American Alliance of Museums: Facilities & Operations Resources: <https://www.aam-us.org/topic/facilities-operations/>
- Virginia Association of Museums Disaster Response Resources: <https://www.vamuseums.org/disaster-response-resources>

Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives | Resources by Disaster Type

- dPlan|ArtsReady Emergency Preparedness and Response Tool: <https://www.dplan.org/>
- NPS Museum Handbook, Part 1, Chapter 10: Emergency Planning: <https://www.nps.gov/museum/publications/mhi/Chap10.pdf>
- Cemetery Disaster Planning (Chicora Foundation, Inc.): <http://www.chicora.org/pdfs/Cemetery%20Disaster%20Planning.pdf>

Disaster Resources Toolkit for Local, Regional, State Government or Organizational Representatives | Resources by Disaster Type

Geophysical Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during an earthquake: <https://www.vaemergency.gov/threats/earthquakes-and-landslides>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- See FEMA's website for more information about earthquake risk, assistance programs, hazard mitigation planning, and more: <https://www.fema.gov/emergency-managers/risk-management/earthquake>
- FEMA 547: Techniques for the Seismic Rehabilitation of Existing Buildings: <https://www.fema.gov/node/techniques-seismic-rehabilitation-existing-buildings>
- NPS Preservation Brief 41: The Seismic Rehabilitation of Historic Buildings: <https://www.nps.gov/orgs/1739/upload/preservation-brief-41-seismic-rehabilitation.pdf>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources: <https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm>

Resources for Museums & Cultural Institutions & Organizations

- FEMA 533: Before and After Disasters: Federal Funding for Cultural Institutions: <https://www.arts.gov/sites/default/files/DisasterRecovery.pdf>
- Smithsonian Cultural Rescue Initiative Resources: <https://www.culturalrescue.si.edu/resources/preparedness>
- American Alliance of Museums: Facilities & Operations Resources: <https://www.aam-us.org/topic/facilities-operations/>
- Virginia Association of Museums Disaster Response Resources: <https://www.vamuseums.org/disaster-response-resources>
- dPlan|ArtsReady Emergency Preparedness and Response Tool: <https://www.dplan.org/>
- NPS Museum Handbook, Part 1, Chapter 10: Emergency Planning: <https://www.nps.gov/museum/publications/mhi/Chap10.pdf>
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Hydrological Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during a flood: <https://www.vaemergency.gov/threats/floods>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- FEMA P-467-2: *National Flood Insurance Program (NFIP) Floodplain Management Bulletin: Historic Structures*:
https://www.nj.gov/dep/hpo/Index_HomePage_images_links/FEMA/FEMA%20historic_structures.pdf
- FEMA P-312: Homeowner's Guide to Retrofitting: Six Ways to Protect Your Home from Flooding: https://www.fema.gov/sites/default/files/2020-08/FEMA_P-312.pdf
- FEMA Technical Bulletin 2: Flood Damage-Resistant Materials Requirements for Buildings Located in Special Flood Hazard Areas in accordance with the National Flood Insurance Program: https://www.fema.gov/sites/default/files/2020-07/fema_tb_2_flood_damage-resistant_materials_requirements.pdf
- NPS Guidelines on Flood Adaptation for Rehabilitating Historic Buildings: <https://www.nps.gov/articles/000/guidelines-on-flood-adaptation-for-rehabilitating-historic-buildings.htm>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources: <https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm>

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Meteorological Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during a severe storm:
 - <https://www.vaemergency.gov/threats/lightning-and-thunderstorms>
 - <https://www.vaemergency.gov/threats/hurricanes>
 - <https://www.vaemergency.gov/threats/tornadoes>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- For more information about Hazard Mitigation Planning, storm-related hazards, and other information, visit FEMA's website: <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning>
- NPS Preservation Brief 50: Lightning Protection for Historic Structures: <https://www.nps.gov/orgs/1739/upload/preservation-brief-50-lightning-protection.pdf>
- NPS Preservation Briefs (full list): <https://www.nps.gov/orgs/1739/preservation-briefs.htm>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources: <https://www.nps.gov/subjects/ncptt/disaster-preparedness-and-recovery-of-cultural-resources.htm>

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Technological Disasters

- See the Virginia Department of Emergency Management's website for information on what to do during an act of terrorism, nuclear disaster, or hazardous spill:
 - <https://www.vaemergency.gov/threats/terrorism>
 - <https://www.vaemergency.gov/threats/nuclear-safety>
 - <https://www.vaemergency.gov/threats/hazardous-materials>
- State and Federal agencies to contact post-disaster for assistance:
 - VDHR: Megan Melinat (megan.melinat@dhr.virginia.gov; 804-482-6455)
 - [FEMA Region 3](#)
 - [Virginia Department of Emergency Management](#)
- FEMA Technological Hazards Resource and Reference Library:
<https://www.fema.gov/emergency-managers/practitioners/hazardous-response-capabilities/resource-library>
- US Army Corps of Engineers: Antiterrorism Measures for Historic Properties:
<https://apps.dtic.mil/sti/tr/pdf/ADA594302.pdf>
- NPS Preservation Briefs (full list): <https://www.nps.gov/orgs/1739/preservation-briefs.htm>
- NCPTT Disaster Preparedness and Recovery of Cultural Resources:
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- American Alliance of Museums: Facilities & Operations Resources: <https://www.aam-us.org/topic/facilities-operations/>
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- Cemetery Disaster Planning (Chicora Foundation, Inc.):
<http://www.chicora.org/pdfs/Cemetery%20Disaster%20Planning.pdf>

DHR

Virginia Department of Historic Resources

Disaster Recovery Survey Form

If your historic property has been damaged by a disaster, please use the following survey form to report damages to VDHR. This information will assist VDHR in assessing the intensity of damage from disasters and program funding earmarked for recovery efforts.

Before submitting this survey, please visit the VCRIS Public Viewer to determine if the property has an existing DHR ID number (additional instructions can be found [here](#)).

If your property does not have an existing DHR ID number, you may still complete this form to report damages to VDHR. If you would like to provide additional information on an unrecorded property, please reach out to VDHR's Architectural Survey Manager, Mae Tilley (804-482-6086; mae.tilley@dhr.virginia.gov).

Please note, the official disaster recovery survey form for a property should be submitted online using the link available on the VDHR Disaster Planning & Recovery Website. However, this PDF version provides the questions you will need to collect answers to following a disaster. Questions with a red asterisks are required for survey submission.

DHR ID

Provide the DHR ID for the property (xxx-xxxx or xxx-xxxx-xxxx). If the property does not have a DHR ID number, you may skip this question.

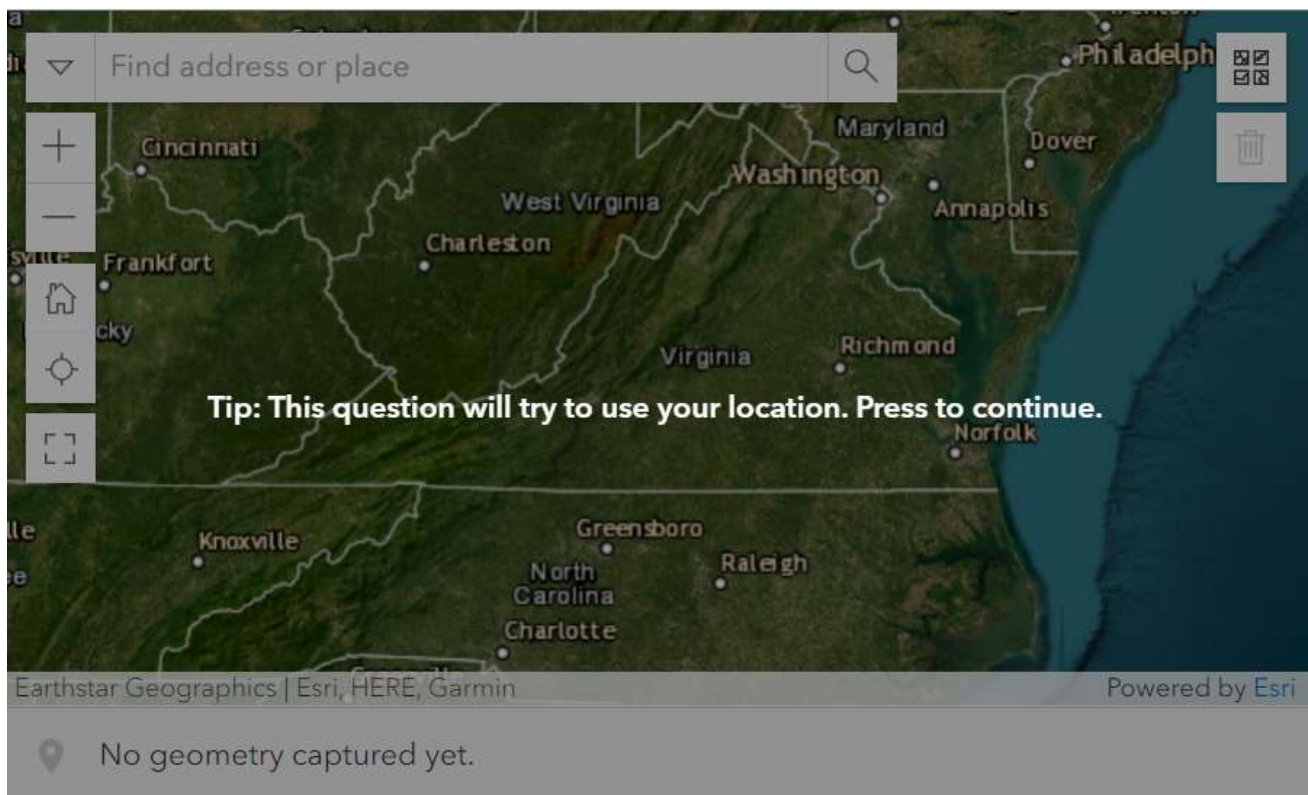
Address*

Provide the address of the property. If the property does not have an address, is a rural property, etc. please locate the property using the map below.

Virginia Department of Historic Resources Disaster Recovery Survey Form

Address (Map Option)

If your property does not have an address, is a rural property, etc., please locate the property using the map below. Find the property by using the search bar or manually locating it on the map. Once you have located the property, click on it to place the blue map arrow.



Known History of the Property

Provide information such as construction date(s), alteration date(s), historic events, or persons related to the property, etc.

1000

Virginia Department of Historic Resources Disaster Recovery Survey Form

Damages Were Caused By:

Select All disaster types that apply:

☐ Flooding☐ Wind☐ Fire☐ Earthquake☐ Other (please describe below)**Description of Damages:***

Describe all damages that occurred as a result of the disaster.

1000

Pre-Disaster Images (if available)

1

Drop image here or select image (number of files allowed: 1 - 5)



DHR


Virginia Department of Historic Resources

Disaster Recovery Survey Form

Post-Disaster Images*

1

Drop image here or select image (number of files allowed: 1 - 5)



Is there insurance coverage available for the property? *

☐ Yes

☐ No

☐ Unknown

Was the building actively used prior to the event? *

☐ Yes, the building was actively used prior to the event

☐ No, the building was not actively used prior to the event and/or was vacant

DHR

Virginia Department of Historic Resources

Disaster Recovery Survey Form

Is the building able to be occupied in its present condition? *

☐ Yes

☐ No

☐ Unknown (Please describe, e.g., "interior inaccessible")

What will the building's use be after the damages are repaired? *

If the building will be unable to be reused, please indicate that in the box below

1000

Contact Information (email) *



Date and Time of Survey



Submit